HOW TO - Project Monitoring

18/03/2026 6:08 am +10

Step-by-Step Guide Video

The video below provides a guide on the Monthly Project Monitoring process. It is taken from a recording of an online training session held on 28/01/2025. Apologies for the random start and finish as we only saved the best bits!

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Purpose

Each month, there is an expectation that the Reporting Officer (this may be a Project Engineer or Principal Engineer) and an Approving Officer (in most cases the Provincial Works Manager) produce a Monthly Project Report.

Using the AWM System, this report will be published automatically, once the user correctly updates / edits and approves the appropriate **Project Monitoring** record in the AWM System.

Setting Up for this Work

Relevant Data Layers

To support this process, the user should add the following data layers to the system.

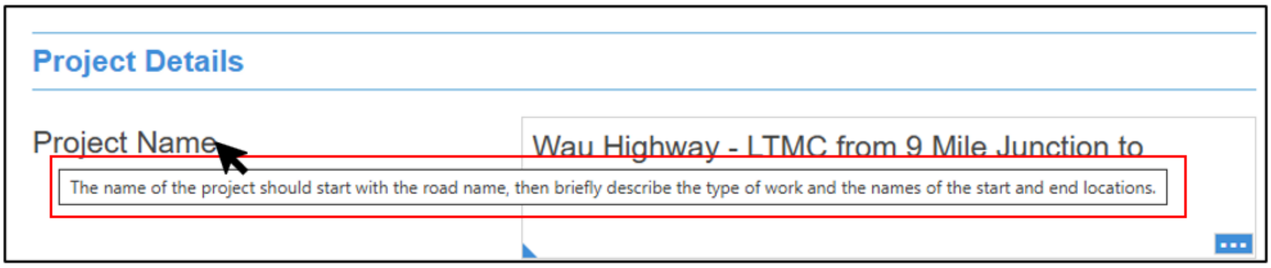
These layers are as follows:

Data Layer	Description
DoWH Projects	Table of all Projects that have been added to the System. Contains information about project location, financials, status etc. The other relevant data layers are available via this layer.

How to update a Project Monitoring and Contract Monitoring record

How do I know what information to enter?

Description of fields and lookup table values can be found at the end of this document in the Appendix. When using the table, you can also hover your mouse over the field to see a brief description of the field (see below example).

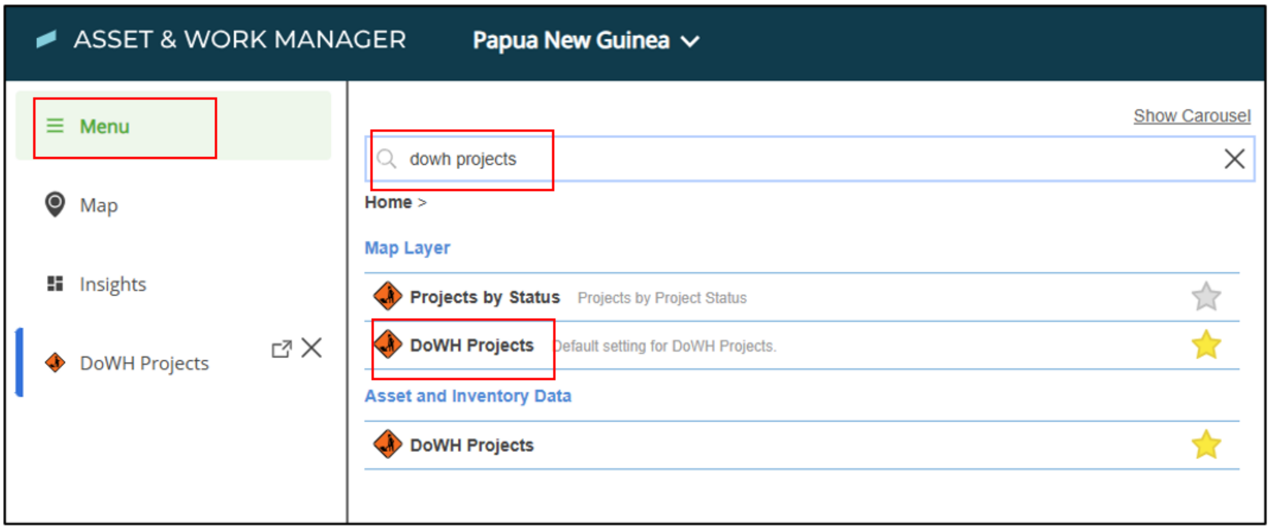


You should also pay attention to the type of data that can be entered as described in the Field Description table (data entry column), for example – do not use commas (,) when entering the financial information.

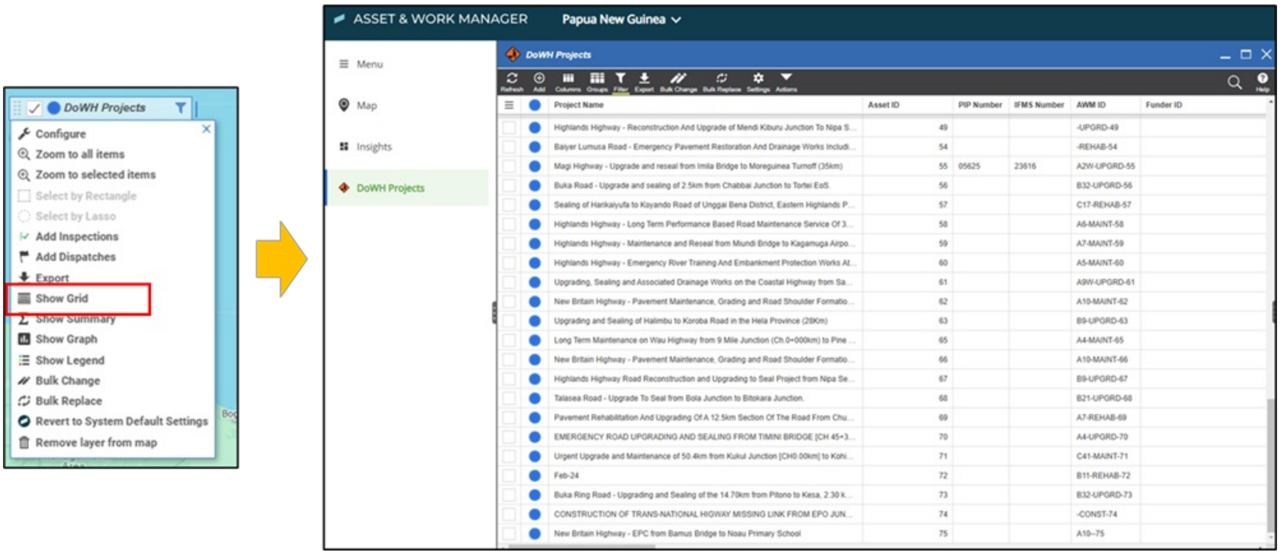
There is also an instruction video titled 'How to add a Project' which runs through a complete example. This can be found in the HOW TO - Add Project and Contract Records into the System article.

Accessing the Project and Contract Monitoring records

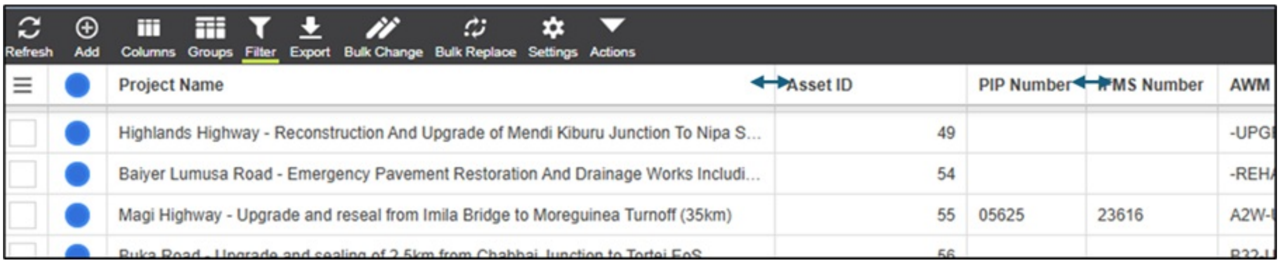
1. In the System, go to the Menu and search for 'DoWH Projects'



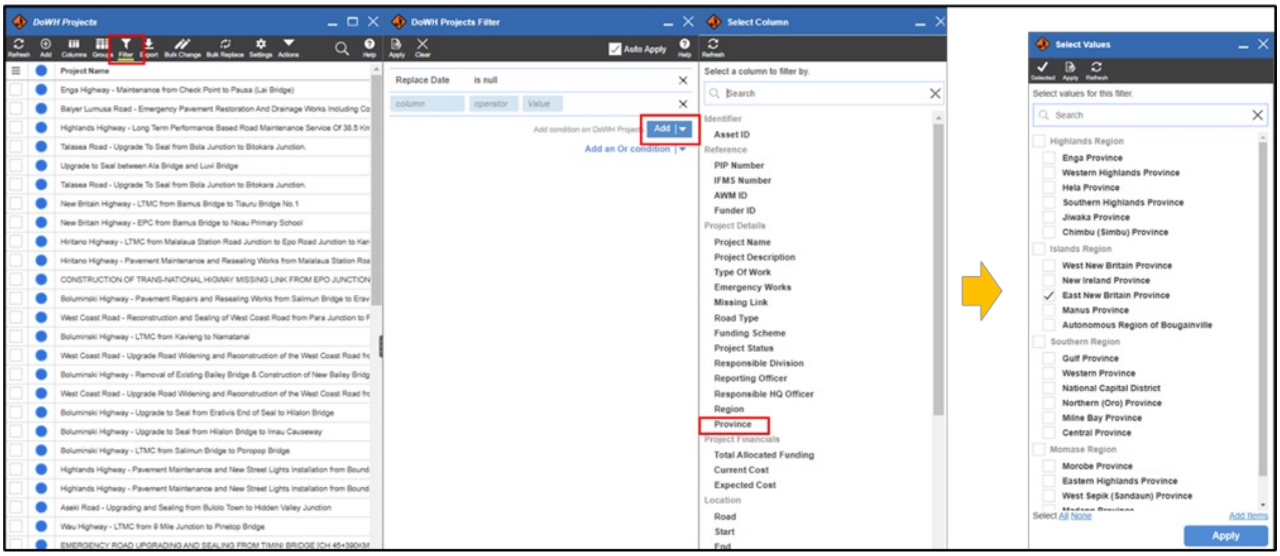
2. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



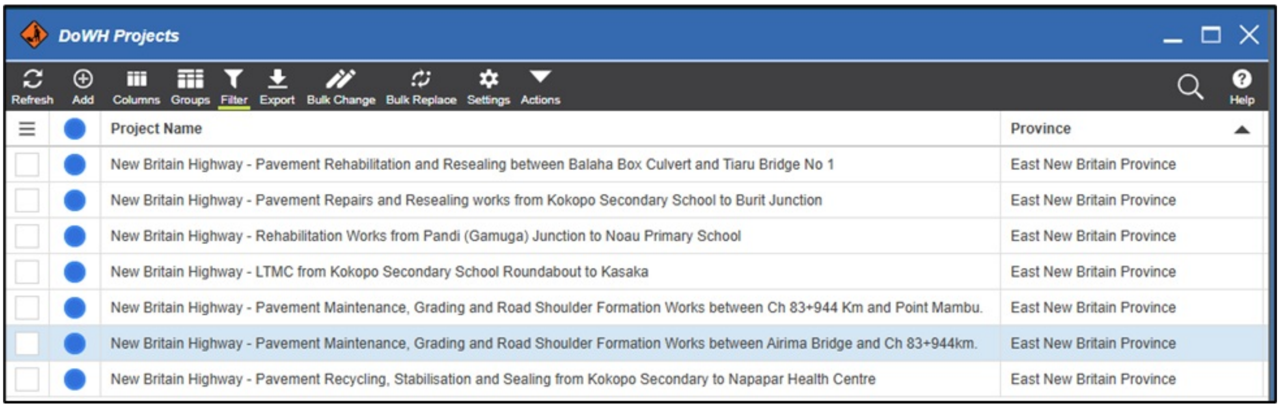
3. You can then adjust the table to more clearly show the list of projects by making the column widths wider or tighter and re-ordering the columns.



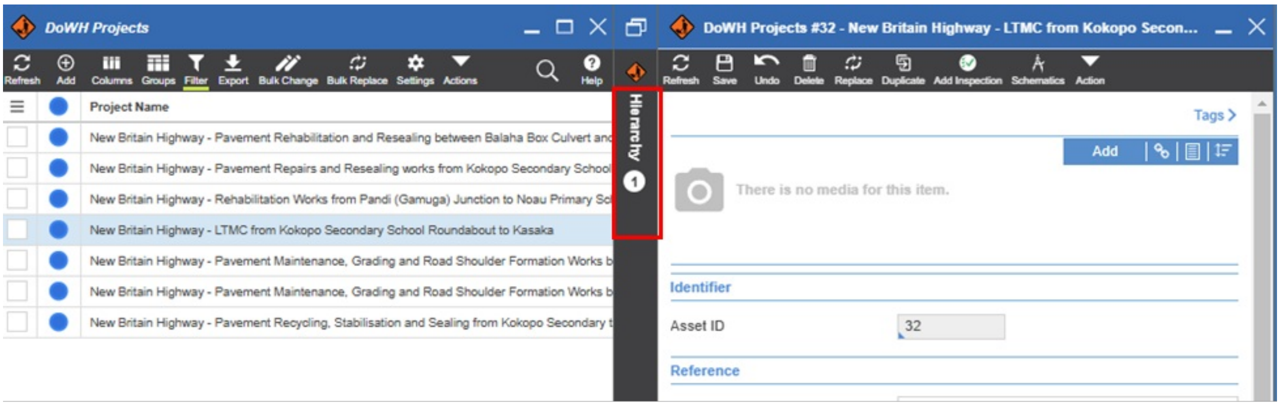
4. You can use the ‘Filter’ option to only show the projects that you are interested in. For example, you might want to only see projects in your Region, Province or that are on a specific road.

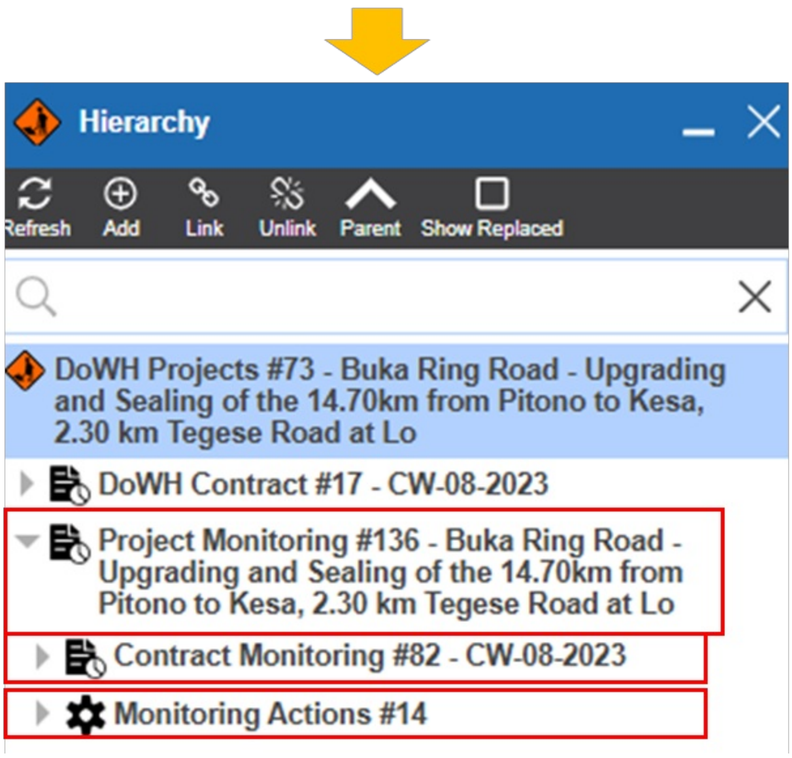


Filtered table only showing East New Britain Province projects:



5. With the Project highlighted in the Grid and the Details panel showing on the right, you should also see the 'Hierarchy' button in the middle. Click on this to expand this panel to see the Project Monitoring record.



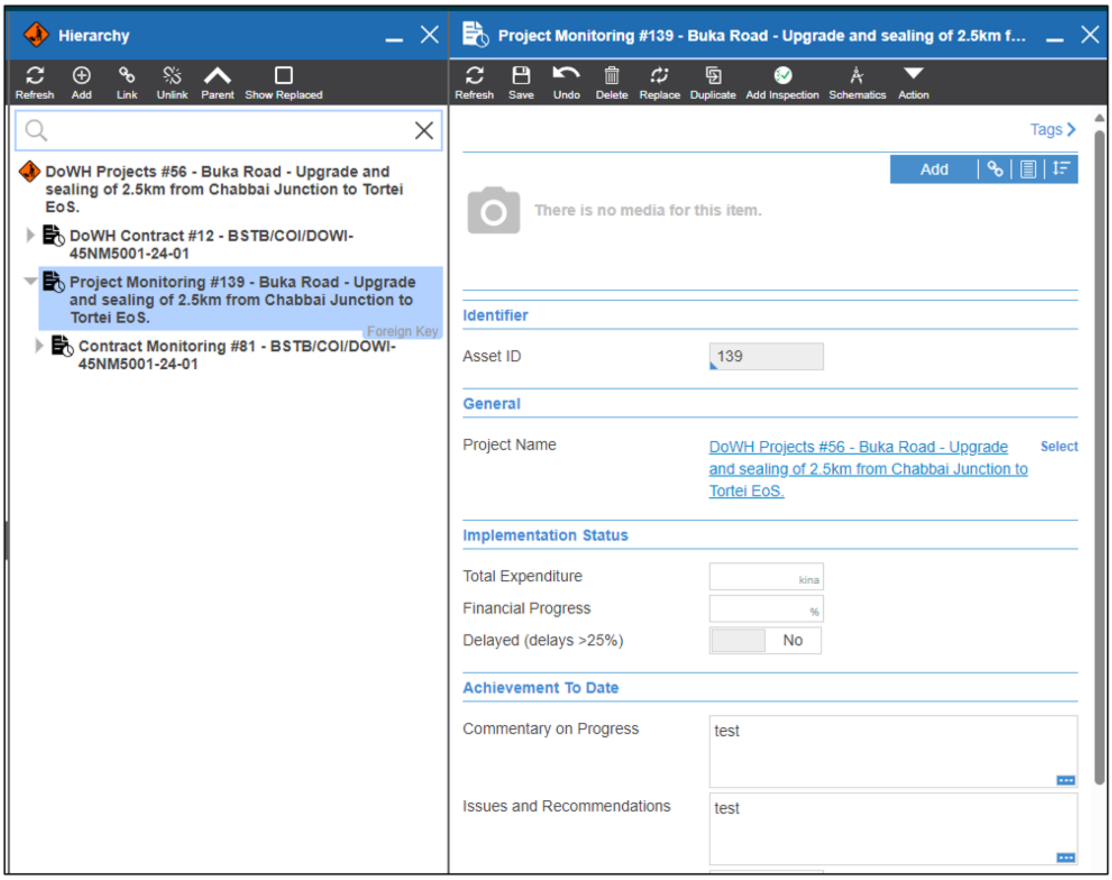


6. As shown above, in the Hierarchy view you should be able to see the Project Monitoring record. When you click on the grey arrow ► next to it, you should also see:

a. The Contract Monitoring record available here (if a Contract exists and should be reported on).

b. The Monitoring Actions record.

7. By clicking on the Project Monitoring record you should see the Monitoring record in the Details panel.



Approving the Project and Contract Monitoring records – Approving Officer

1. The *Approving Officer* is the person responsible for signing off on the report to state that the information is accurate to the best of their knowledge. In most cases, this will be the PWM, but they may delegate this role to a PCE for example. If the project is at a *Planning and Investigation* or *Design* stage, then this may differ.

2. Once the Monitoring Officer has turned the 'Monitoring Completed' option to *Yes* in the Monitoring Actions record, this will trigger an email to be sent to the Approving Officer overnight. This email includes an attachment of the data in Draft Report format which they will use to perform their review.

3. The Approving Officer should read the report and make sure that the financial data, % completed information (for example, the Scope of Works Items on the Contract record) and commentary is all accurate. If they would like to make changes, then they need to request that the Monitoring Officer makes these changes on their behalf, or they update the data in the Project Monitoring and/or Contract Monitoring records themselves.

4. Once the Approving Officer is satisfied that all the information is accurate, then they need to go to the Monitoring Actions record, update the 'Monitoring Approved' button to *Yes* and select Save.

5. This will trigger the final approved report to be sent to the RWM via email with the Approving Officer also cc'd in the email.

Frequently Asked Questions

Do I need to fill out every single field?

It is best to provide as much detail as possible about the project and contract. However, if you do not know the right answer, and cannot confirm it with your colleague, then you can leave it blank.

Fields with the blue triangle in the corner indicate this is a 'required field' and you will not be able to submit the form without entering a value.

What if there are no updates from the previous month?

If there is a significant stoppage to the project, then you could change the Project Status to 'On hold' on the Project record. If it likely that the project will start up again in the following month then it may be easier to keep the Project Status as 'Physical Works' and just write in the commentary that there has been no progress and state a reason why.

What if there is no Contract attached to my Project?

You can still create a report but there will be no Contract information. If there is a Contract but there is just no record in the system, then you need to add a Contract record - see the HOW TO - Add Project and Contract Records into the System guide.

What if I have sent the Draft report but I need to re-send it?

In this case, you should communicate with the Approving Officer which updates you need to make and make sure that these flow through into the final report. But if you do need the draft report to be run again - you can make your changes, then go to the Monitoring Actions record, and update *Monitoring Updated* from Yes to No and then back to Yes (you should see the Date below update) and then select Save. This will send the draft report again.